

Job Description
Missouri State Highway Patrol

Class Title: Criminalist I Firearm/Toolmark

Title Code: V00517

Effective Date: 08/11/93

Date Reviewed:

Date Revised: 03/19/07

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee engages in a formal on-the-job training program designed to develop competency in performing examinations and comparisons with physical evidence. An employee in this position participates in technical work in the scientific analysis, comparison, and identification of firearm, toolmark, and impression evidence. Work is assigned and closely supervised by an immediate supervisor

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Participates in formal on-the-job training in the scientific analysis of physical evidence.

Studies organizational procedural manuals, division special orders, section documents and operations manuals to become knowledgeable patrol policies and laboratory procedures.

Reads and researches reference material to become more knowledgeable in physical evidence investigations; studies the history of firearms, ammunition, and firearm identification; studies firearm assembly, disassembly, operation, armory, etc.; studies the varieties, designs, and performance of ammunition and ammunition components.

Participates in internal and external proficiency and competency programs for the section.

Trains in and assists senior criminalists with the processing, comparison, collection, packaging, and examination of physical evidence (e.g., firearm, toolmark, impression identification, serial number restoration, and evidence photography) from crime scenes.

Observes other criminalists conducting crime scene investigations; participates in the investigations as needed upon approval of supervisor.

Prepares and examines entry-level casework and assists experienced examiners in advanced casework as needed.

May appear in court as an expert witness; prepares evidence and exhibits.

Logs in firearms submitted as physical evidence; maintains report files; issues periodic and special reports as assigned.

Performs basic photography as required.

Performs job-related travel as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the operation of hand and power tools.

Knowledge of basic laboratory procedures and hazardous materials precautions.

Knowledge of ammunition and ammunition components.

Knowledge of basic computer software programs and hardware functions.

Ability to read and write, and speak proper English.

Ability to learn and use a personal computer and a variety of laboratory and firearm related programs.

Ability to learn and practice safety rules and procedures associated with firearms, tools, laboratory equipment and chemicals.

Ability to learn about the proper operation, handling, and discharge of a wide variety of firearms (e.g., airguns, handguns, shoulder areas, automatic firearms, etc.).

Ability to learn the operation of a variety of hand and power tools (e.g., drill press, grinder, acetylene torch, melting crucible, etc.).

Ability to learn how to obtain known standards from firearms, tools, footwear, tires, etc.

Ability to carry and manipulate large and bulky items of evidence (e.g., tires, vehicle parts, motorcycles, safes, etc.).

Ability to learn basic photography.

Ability to learn about the collection, examination, comparison and preparation of evidence for presentation in court.

Ability to work in accordance with prescribed procedures, make accurate evaluations of examinations and comparisons, and prepare accurate notes and reports.

Ability to perform microscopic work for extended periods of time; such work requires good depth and color perception.

Ability to learn how to recognize similar and dissimilar minute details in order to determine if a positive or negative relationship exists.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to speak clearly and effectively to the media, other law enforcement agencies, etc.

Ability to learn how to compile and prepare information for presentation (e.g., mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

Ability to testify in court.

Ability to learn the state, federal, and local criminal laws and regulations as they relate to the examination and dissemination of physical evidence and rules of evidence.

Ability to operate laboratory equipment, tools and chemicals.

Ability to work with evidence that may be soiled, decomposed, contaminated with body fluids, etc.

Ability to understand the responsibilities, processes and impact other sections' analysis can have on physical evidence prior to examinations in the firearm / toolmark section and visa versa (e.g., DNA, trace, latent prints, etc.).

Ability to work hours as assigned.

Ability and willingness to attend autopsies and assist in the collection and packaging of evidence from autopsies, as needed.

Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations and attending training meetings, seminars, etc.).

Ability to accommodate a nonstandard work schedule and be on call 24 hours a day.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, depositions and actual court expert testimony).

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to lift 60 pounds.

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or closely related field. Core coursework must include both Algebra and Trigonometry (coursework in Calculus can be substituted for the Algebra and Trigonometry) and at least one semester of general chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in

these mathematics classes, chemistry classes, and the core baccalaureate major courses are required. Core courses with grades less than C must be resolved by retaking the course and achieving a grade of C or equivalent. Prior job experience will not replace these minimum academic requirements.

OR

Previously been qualified and hired as a Criminalist I - Firearm/Toolmark in the Missouri State Highway Patrol Crime Laboratory System or equivalent experience in another ASCLD/LAB accredited laboratory.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid drivers' license at the time of appointment.

A minimum of two years of on-the-job training is required before advancement to the next level.